

Multi-Part Motions

For Attorneys

This procedure explains how to docket a two-part motion. The example illustrated is a Motion for Relief from Stay and Adequate Protection.

Internet users will access CM/ECF through PACER and will use two different sets of logins and passwords; one for CM/ECF filing and the other for PACER access to queries and reports.

This module will assume that the internet user has accessed the court's web site with their court assigned CM/ECF login and password.

STEP 1 Click the Bankruptcy hypertext link on the CM/ECF Main Menu. (See Figure 1.)

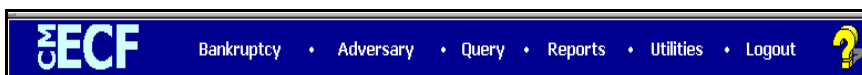


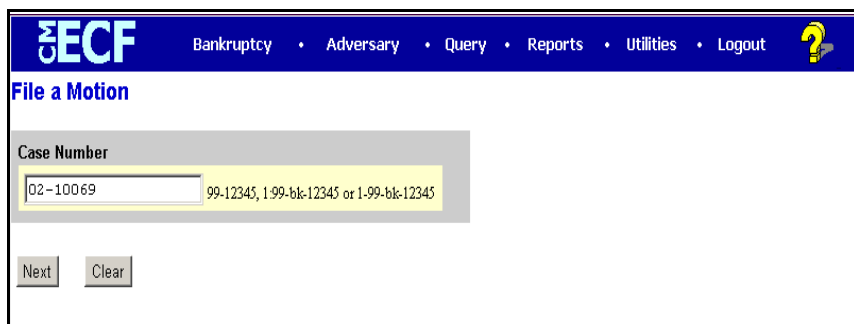
Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen will display similar to the one shown in Figure 2. Your menu selections may vary from this screen.



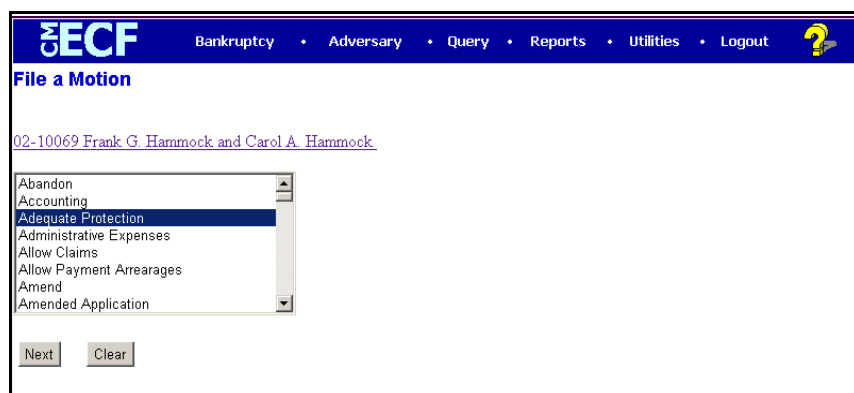
Figure 2

◆ Click the Motions/Applications hyperlink.

STEP 3 The **CASE NUMBER** screen displays. (See Figure 3.)The screenshot shows the ECF 'File a Motion' screen. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout, along with a help icon. Below the navigation bar is the title 'File a Motion'. The main content area has a 'Case Number' label above a text input field. The input field contains '02-10069' and has a yellow highlight. To the right of the input field is a hint: '99-12345, 199-blk-12345 or 1-99-blk-12345'. Below the input field are two buttons: 'Next' and 'Clear'.**Figure 3**

- ◆ Enter the case number, including the hyphen.
- ◆ Click **[Next]**.

NOTE: You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

STEP 4 The **MOTION EVENTS** screen displays next. (See Figure 4.)The screenshot shows the ECF 'File a Motion' screen. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout, along with a help icon. Below the navigation bar is the title 'File a Motion'. The main content area shows the case number '02-10069' followed by the case name 'Frank G. Hammock and Carol A. Hammock'. Below this is a dropdown menu with a list of motion events. The list includes: Abandon, Accounting, Adequate Protection (which is highlighted), Administrative Expenses, Allow Claims, Allow Payment Arrearages, Amend, and Amended Application. Below the dropdown menu are two buttons: 'Next' and 'Clear'.**Figure 4**

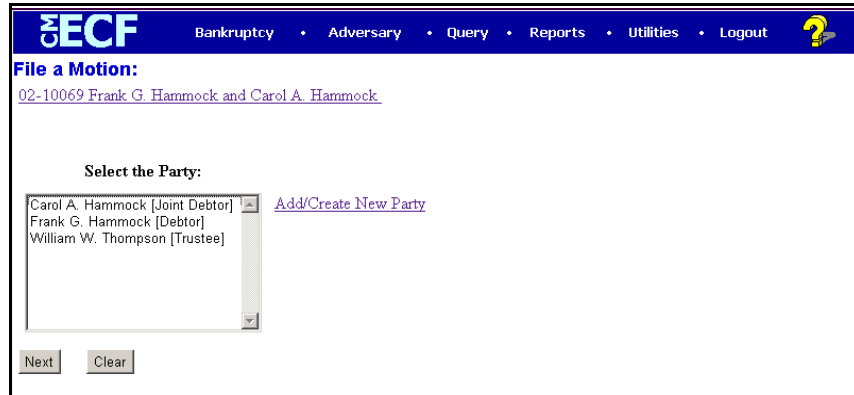
- ◆ Click to highlight Adequate Protection. Keeping the **[Ctrl]** key depressed, scroll and highlight Relief From Stay. Release the **[Ctrl]** key. There are now two reliefs identified and selected for this motion.
- ◆ Click **[Next]**.

STEP 5 The **JOINT FILING** screen displays. (See Figure 5.)**Figure 5**

- ◆ This screen is only used if another attorney is joining in a filing, do not check this box.

If this were a joint filing with another attorney(s) you would check the box and after selecting **[Next]** you would be presented with a pick list of attorneys on the case to select as joint filers.

- ◆ Click **[Next]**.

STEP 6 The **SELECT PARTY** screen displays. (See Figure 6.)**Figure 6**

- ◆ Since the party, Friendly Finance, is currently not a party in this case, they are not listed and must be added. Click the Add/Create New Party hyperlink.

STEP 7 The **PARTY SEARCH** screen appears. (See Figure 7.)

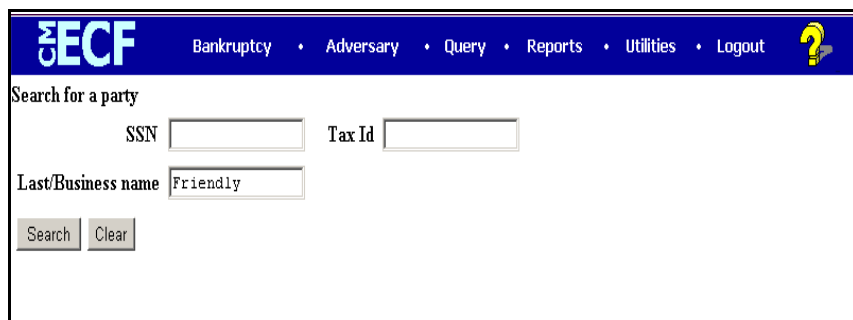


Figure 7

- ◆ Enter the first part of the business name and click [**Search**].

STEP 8 If there are no matches, the system will return a **No Person Found** message. Make sure your search criteria is accurate. If the party is not found on your first try, use different criteria and/or wildcards. (See Figure 8a.)

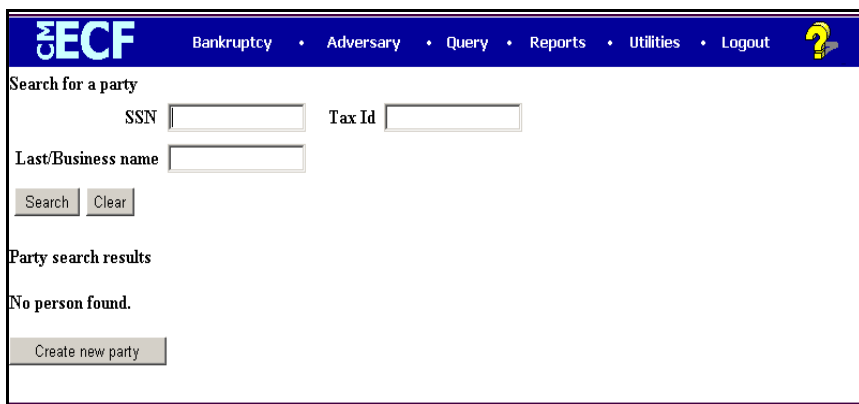


Figure 8a

- ◆ Since the party is not already on the database, proceed to add the creditor, Friendly Finance. Click [**Create New Party**].

NOTE: Your name search may find more than one record having the same name as shown in **Figure 8b**. Clicking on each of the names will display a window showing the party's address information for verification.

If none of the addresses are correct for this party, you can either 1.) modify the address (for this case only) on the following PARTY INFORMATION screen, or 2.) click on the [**Create new party**] button to add a new person record with this address.

Figure 8b

STEP 9 The **PARTY INFORMATION** screen displays. (See Figure 9.)

Figure 9

- ◆ Enter creditor **Name** information in the appropriate boxes, according to court policy.
- ◆ Leave **pro se** as **no**.
- ◆ Expand the **Role Type** selection pick list by clicking on the down arrow ▼ and select Creditor.
- ◆ Enter further descriptive text for the creditor in the Party Text field, if appropriate. (A Connecticut Corporation, Guardian of the State, etc.)
- ◆ It is not necessary to add yourself as counsel for the party. Your login will furnish your attorney information to the system.
- ◆ Click **[Submit]**.

STEP 10 The **SELECT PARTY** screen appears again. (See Figure 10.)

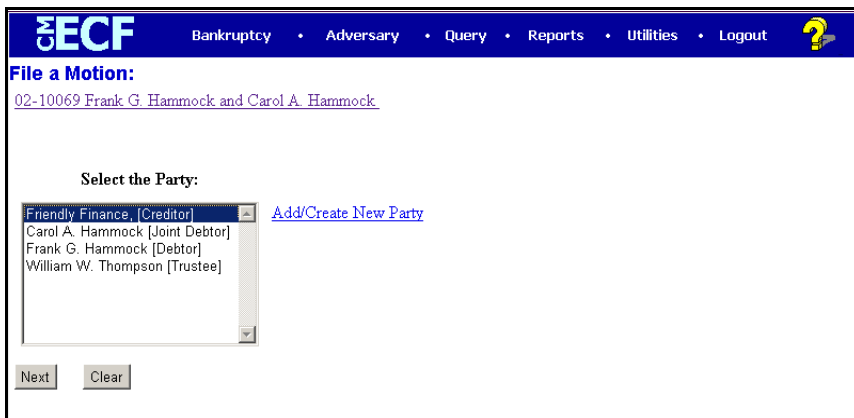
The screenshot shows the ECF system interface. At the top is a blue header with the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. A yellow question mark icon is in the top right. Below the header, the text 'File a Motion:' is followed by a case link: '02-10069 Frank G. Hammock and Carol A. Hammock'. The main section is titled 'Select the Party:' and contains a dropdown menu. The menu is open, showing four options: 'Friendly Finance, [Creditor]', 'Carol A. Hammock [Joint Debtor]', 'Frank G. Hammock [Debtor]', and 'William W. Thompson [Trustee]'. The first option is highlighted. To the right of the dropdown is a link: 'Add/Create New Party'. At the bottom of the form are two buttons: 'Next' and 'Clear'.

Figure 10

- ◆ The new creditor's name, Friendly Finance, is highlighted.
- ◆ Click **[Next]** to continue.

STEP 11 The **ATTORNEY/PARTY ASSOCIATIONS** screen appears. (See Figure 11.)

The screenshot shows the ECF system interface, similar to Figure 10. The header and case link are the same. Below the case link, the text reads: 'The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:'. Below this text is a list of associations. The first association is 'Friendly Finance, (cr cr) represented by Walker, Heather (aty)', which has a checked checkbox to its left. At the bottom of the form are two buttons: 'Next' and 'Clear'.

Figure 11

- ◆ Click the box to establish the association between you and Friendly Finance in this case.
- ◆ Click **[Next]**.

STEP 12 The **PDF DOCUMENT SELECTION** screen displays.
(See Figure 12a.)

Figure 12a

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located.
 - In the **File Upload** window, change **Files of type:** to **All Files (*.*)**
 - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 12b.)

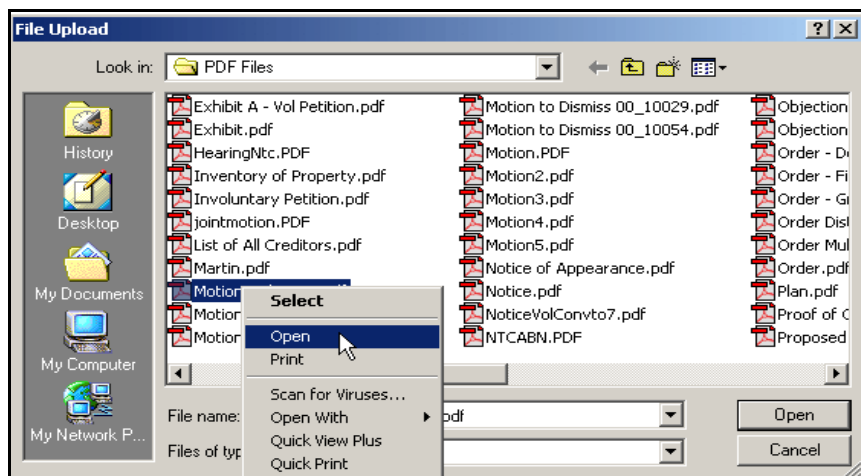


Figure 12b

- ◆ This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
- ◆ Close or minimize the Adobe application and if that is the correct file, click Open on the File Upload dialogue box. (See Figure 12c.)

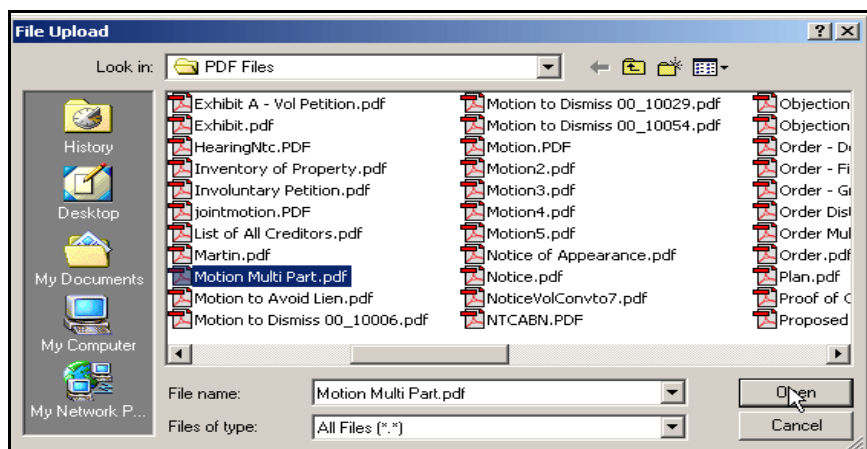


Figure 12c

- ◆ The path and name of the selected PDF file is placed in the **Filename** Box. The file will be associated with the current event and a hyperlink will be created to it. If there are no **Attachments** to this document click **[Next]**. (See Figure 12d.)

Figure 12d

- ◆ There may however be a requirement to **attach** supporting documentation to the main PDF document. To illustrate the feature of CM/ECF that allows **attachments** to the main document, click the **Yes** radio button to the right of the **Attachments to Document** prompt. (See Figure 12d.)

NOTE: Please note that the PDF file for the motion is not an **attachment**. It is considered the **main** or **associated** document. An **attachment** is another supporting document, such as affidavits or exhibits.

An **attached** document will be referenced in the docket text separately, and the **attached** image will be accessible by a separate hyperlink within the docket text.

- ◆ Click **[Next]**.

STEP 13 When you click the **yes** radio button and click **[Next]**, the **ATTACHMENT** screen displays. (See Figure 13a.)

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there's a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this, the page title is 'File a Motion:'. Underneath, there's a link: '02-10069 Frank G. Hammock and Carol A. Hammock'. The main section is titled 'Select one or more attachments.' and contains three numbered instructions. Instruction 1 says to enter the pdf document path (example: C:\appendix.pdf) and shows a 'Filename' input field with the text 'O:\ECF_Students\PDF Files\Affidavit' and a 'Browse...' button. Instruction 2 says to select a document type and/or enter a description. It shows a 'Type' dropdown menu with 'Affidavit' selected and a 'Description' input field with the text 'he creditor, Friendly Finance.'. Instruction 3 says to add the filename to the list box below. It shows a list box with an 'Add to List' button and a 'Remove from List' button.

Figure 13a

- ◆ There are three steps to the attachment process:
 1. Click **[Browse]**, then navigate to the drive and directory where the appropriate PDF attachment file is located and select it with your mouse.
 - To make certain you are about to attach the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. This will launch the Adobe Acrobat Reader to display the contents of the imaged document.
 - Verify that the document is correct and minimize or close the Adobe application by clicking on “-” or “X” in the control box in the upper right hand corner.
 2. Select the appropriate attachment type from the drop down list.
 - You may enter a description in the **Description Box**. This is court-specific styling. For instance if you were using an attached exhibit, you would enter “A” to signify this is Exhibit A. This description

goes into docket text.

NOTE: You must enter a **Type** or a **Description**, or both. Follow your local court procedures for use of the Type and/or Description Box.

3. You must click **[Add to List]**. The path and file name are added to the **List** box. It is possible to add multiple attachments at this time by repeating steps 1-3.

◆ Click **[Add to List]**. (See Figure 13b.)

Figure 13b

◆ Click **[Next]**.

STEP 14 Since a part of this multi-part motion is Relief from Stay, the **FEE DUE** screen appears. (See Figure 14.)

Figure 14

◆ Follow your local court procedures for the entry in the **Receipt#** box. For this exercise, enter **CC** for credit card and click **[Next]**.

Step 15 The **MODIFY DOCKET TEXT** screen appears. (See Figure 15.)

The screenshot shows the ECF 'File a Motion' interface. At the top is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is 'File a Motion:' followed by a case link '02-10069 Frank G. Hammock and Carol A. Hammock'. The main section is titled 'Docket Text: Modify as Appropriate.' and contains two dropdown menus. The first dropdown is set to 'Motion for Adequate Protection' and the second is set to 'Motion for Relief from Stay'. Below these menus, the text reads: 'Receipt Number CC, Fee Amount \$75, Filed by Creditor Friendly Finance (Attachments: # (1) Affidavit of the creditor, Friendly Finance.) (Walker, Heather)'. At the bottom of this section are 'Next' and 'Clear' buttons.

Figure 15

- ◆ If appropriate, choose a prefix from the **Prefix Text** pick list
- ◆ In either or both of the text boxes, add additional text for the motions you are filing according to your court procedures.
- ◆ Click **[Next]** to continue.

STEP 16 The **FINAL DOCKET TEXT** screen displays. (See Figure 16.)

The screenshot shows the ECF 'File a Motion' interface. At the top is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is 'File a Motion:' followed by a case link '02-10069 Frank G. Hammock and Carol A. Hammock'. The main section is titled 'Docket Text: Final Text' and contains a text box with the following text: 'Motion for Adequate Protection, Motion for Relief from Stay. Receipt Number CC, Fee Amount \$75, Filed by Creditor Friendly Finance (Attachments: # (1) Affidavit of the creditor, Friendly Finance.) (Walker, Heather)'. Below this text box, there is a red 'Attention!!' warning: 'Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' At the bottom of this section are 'Next' and 'Clear' buttons.

Figure 16

- ◆ Carefully verify the final docket text. This is your last chance to change this entry before addition to the case. If correct, click **[Next]**.
- ◆ If the final docket text is incorrect:
 - Click the browser **[Back]** button to find the screen to be modified.
 - To abort or restart the transaction, click the Bankruptcy hyperlink on the **Menu Bar**.

STEP 17 The **NOTICE OF ELECTRONIC FILING SCREEN** displays.
(See Figure 17.)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File a Motion:
[02-10069 Frank G. Hammock and Carol A. Hammock](#)

U.S. Bankruptcy Court
Systems Deployment and Support Division

Notice of Electronic Filing

The following transaction was received from Walker, Heather J. entered on 8/23/2002 at 4:01 PM CDT and filed on 8/23/2002

Case Name: Frank G. Hammock and Carol A. Hammock
Case Number: [1:02-bk-10069](#)
Document Number: [6](#)

Docket Text:
 Motion for Adequate Protection, Motion for Relief from Stay, Receipt Number CC, Fee Amount \$75, Filed by Creditor Friendly Finance (Attachments: # (1) Affidavit of the creditor, Friendly Finance.) (Walker, Heather)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: O:\ECF_Students\PDF Files\Motion Multi Part.pdf
Electronic document Stamp:
 [STAMP bkecfStamp_ID=981735245 [Date=8/23/2002] [FileNumber=7278-0] [ca516c6fcedd651ed0729ff2b16c1f6237a5b6495b358ea81c7f901c0722a6f07d8383a1ed30bb49984457309130844bf951275b1f2a9c1c22765b46059daa40]]

Document description: Affidavit of the creditor, Friendly Finance.
Original filename: O:\ECF_Students\PDF Files\Affidavit.pdf
Electronic document Stamp:
 [STAMP bkecfStamp_ID=981735245 [Date=8/23/2002] [FileNumber=7278-1] [a3f87ea71749e2bd08baa06c4d27e024525c63b5b6985f83c7cc700a404125c8ce7acdflce5d523dc3ca95a5c2c27ddc8544107ed299223e86d0ef06f1fcb0b]]

1:02-bk-10069 Notice will be electronically mailed to:

William W. Thompson wwthompson@trustee.net,
 George T. Walker John_P._Walker@aotx.uscourts.gov
 Heather J. Walker walkerh@atty.net

Figure 17

- ◆ Clicking on the case number hyperlink on the Notice of Electronic Filing will present the **PACER** login screen.
- ◆ Clicking on the document number hyperlink will present the PACER login screen.
- ◆ To print a copy of this receipt click the browser **[Print]** icon.
- ◆ To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ The **Notice of Electronic Filing** will also be accessible as an option from the docket sheet. However, attorneys and public users

will be charged a PACER access fee.

Notice of Electronic Filing:

Hyperlink to docket sheet

Date and time stamp information

Case Title

Case number hyperlink to docket sheet?

Docket text

- Annotated text in italics
- Text produced from docket event
- Attachment type, description and attachment number which is a hyperlink to the PDF file of the attached document if there is one.

Associated (PDF) documents:

Document description: Defaults to **Main Document** being docketed.

Original filename: Filer's full directory path from firm or court's hard drive or network.

Electronic document stamp: Unique identifying name of the document being filed for security purposes. Key file of the court used for encryption.

Document description: First **attached** document's description that was entered on the attachment screen by the filer.

Original filename: Filer's full directory path from the firm or court's hard drive or network.

Electronic document stamp: Unique identifying name of the attachment for security purposes. Key file of the court used for encryption

Notice will be electronically mailed to:

Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.

Notice will not be electronically mailed to:

Name and address of other parties on the case who have not furnished their e-mail address with the court.